



# APPLICATION FOR REAL ESTATE CONTINUING EDUCATION

Division of Real Estate  
PO Box 146711  
Salt Lake City, UT  
84114-6711  
(801) 530-6747

**OBJECTIVE: THROUGH EDUCATION, THE LICENSEE SHALL BE REASONABLY CURRENT IN REAL ESTATE KNOWLEDGE AND SHALL HAVE IMPROVED ABILITY TO PROVIDE GREATER PROTECTION AND SERVICE TO THE REAL ESTATE CONSUMER, THEREBY MEETING THE REAL ESTATE COMMISSION'S PRIMARY OBJECTIVE OF PROTECTION OF AND SERVICE TO THE PUBLIC.**

A. TITLE OF THE COURSE OFFERING \_\_\_\_\_

B. NAME OF SPONSOR \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

C. COORDINATOR/DIRECTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

D. OWNERS OF THE ENTITY PROVIDING THE COURSE

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

E. INCLUDED WITH THIS APPLICATION IS THE FOLLOWING (use separate sheets where necessary):

- ☐ The Course Curriculum
- ☐ An Instructor Certification Application form for each instructor who will teach the course; OR the certification number if an already certified instructor
- ☐ A sample of the proposed advertising to be used (if any)
- ☐ Non-refundable course application fee of \$70.00 payable to the Division of Real Estate
- ☐ Non-refundable instructor application fee of \$30.00 payable to the Division of Real Estate for each instructor to be certified
- ☐ A sample of the completion certificate bearing all appropriate information (see Rule 9.5.2.15)

Instructors to be used:

<u>Name</u>	<u>Cert. #</u>	<u>Exp. date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. I agree to allow the course to be randomly audited on an unannounced basis by the Division or its representative. I also agree to not market personal sales products.

\_\_\_\_\_  
(Signed) Course Coordinator/Director

Please remember that Utah law requires a course provider to retain attendance records for a minimum of three years.

## OFFICE USE ONLY

Received \_\_\_\_\_ Reviewed \_\_\_\_\_

Division Action \_\_\_\_\_ ☐ Approved ☐ Denied

CE Hours \_\_\_\_\_ Cert. # \_\_\_\_\_

Expiration Date \_\_\_\_\_ By \_\_\_\_\_  
Initials

# COURSE CURRICULUM FOR REAL ESTATE CONTINUING EDUCATION

A. TITLE OF COURSE \_\_\_\_\_  
COURSE SPONSOR \_\_\_\_\_ DATE \_\_\_\_\_

B. DESCRIPTION OF COURSE:

☐ Seminar      ☐ Conference      ☐ Distance Education      ☐ Other \_\_\_\_\_

C. DATE(S) OF COURSE: \_\_\_\_\_ HOURS OF CREDIT REQUESTED \_\_\_\_\_  
LOCATION: ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
(Please list additional presentations on separate sheet.)

D. DESCRIPTION OF THE PROCEDURE FOR PREREGISTRATION: \_\_\_\_\_

E. TUITION/REGISTRATION FEE WILL BE \$ \_\_\_\_\_ THE CANCELLATION/REFUND POLICY IS: \_\_\_\_\_

F. DESCRIPTION OF PROCEDURE FOR MAINTAINING CONTROL OF ATTENDANCE DURING CLASS TIME (N/A FOR DISTANCE EDUCATION):

G. DESCRIPTION OF MATERIALS TO BE DISTRIBUTED:

H. HOW WILL THIS COURSE IMPROVE THE LICENSEE'S ABILITY TO PROVIDE GREATER PROTECTION AND SERVICE TO THE PUBLIC?

I. IF THE COURSE APPLICATION IS FOR APPROVAL OF A DISTANCE EDUCATION COURSE (AS DEFINED IN RULE 9.5.3.), PLEASE INCLUDE THE FOLLOWING INFORMATION:

- ☐ Proof of current ARELLO certification for the delivery method, AND
- ☐ Justification of the classroom hour equivalency as is required by ARELLO standards.

1. The licensee will be able to
2. The licensee will be able to
3. The licensee will be able to
4. The licensee will be able to
5. The licensee will be able to

K. THE FOLLOWING WILL BE THE MEANS USED IN ASSESSING WHETHER THE LEARNING OBJECTIVES HAVE BEEN REACHED:

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L. DIFFICULTYLEVELOFCOURSE ☐ Beginning ☐ Intermediate ☐ Advanced

M. **COURSE OUTLINE.** Describe in detail the components of the course by breaking it down into subject areas of no greater than 15 minutes (more detail is acceptable). What will be the method of instruction or teaching technique used for each area (lecture, slides, group involvement, videotape, etc.)? What will be the Learning Level for each subject area (beginning, intermediate, or advanced). If this section is NOT completed, your application will be returned without review. If you wish, you may provide this information on a computer generated sheet. Distance Education course applications need not include the 15 minute breakdown, however, you must submit a copy of the course curriculum including a course outline.

[illegible]

## M. COURSE OUTLINE (continued)

[illegible]